Catalogue of State Materials

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CATALOGUE
OF STATE MATERIALS
JUNE 1980

HEALTH CARE FINANCING ADMINISTRATION
BUREAU OF PROGRAM OPERATIONS
MEDICAID/MEDICARE MANAGEMENT INSTITUTE
BALTIMORE, MARYLAND

INTRODUCTION

This is the second edition of the Catalogue of State Materials, revised to include State program manuals received since October 1979. The Medicaid/Medicare Management Institute will continue to collect various health program management materials, including those prepared by State agencies, to facilitate the exchange of information in HCFA programs. M/MMI's Clearinghouse serves as a focal point for HCFA in providing information to its staff, and in keeping States and others informed of resource material available. The Institute neither recommends nor evaluates any materials in the Clearinghouse.

This catalogue compiles for Medicaid agency staff, the numerous manuals and instructions available throughout the States and jurisdictions. Due to space limitations, the Clearinghouse retains only single copies of issuances, etc. Therefore, State staff should direct their requests to the State contact person listed beside each item.

A current listing of M/MMI publications is included, along with a special listing of EPSDT material, compiled by the Office of Child Health; these can be obtained by contacting the Institute.

States are advised to work with HCFA Regional Office staff in adapting materials obtained from other States, since these materials have not been evaluated for compliance purposes.

As the Institute continues its efforts to keep program managers informed, we plan to expand the Catalogue's scope to include a wider range of materials regarding long term care, quality control, AFDC, and other related health issues of interest. States are urged to assist us in this effort by sending current manuals, instructions, publications on State practices, pamphlets, etc., to:

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INDEX

	PAGE
Administration	1
Adult Care Services	1
Ambulance Services	1,2
Application Processing	2
Assessment Methods	2
Audits	2
Budget	2
Case Records	3
Child Health and Welfare Services	3,4
Client Information System	4
Clinic Services	4,5
Community Health Centers	5
Court Decisions	5
Crossover Claims	5
Dental Services	6
Disability	6
Elderly Assistance	7
Eligibility	7,8
Emergency Assistance	8,9
Employment Services	9
Fair Hearings and Appeals	9
Family Services	10
Fiscal Agent	10
Food Stamps	10,11
Fraud and Abuse	11
Health Maintenance Organizations	12
Hearing, Speech and Vision Services	12

PAGE

Home Health Services 12,13

Homemaker Services 13

Hospital Services 14,15

Identification Cards 15

Laboratory and X-Ray Services 15,16

Medicaid Management Information System 16

Medical Supplies and Equipment 16,17

Mental Health Services 17

Nursing Home Services 17,18,19

Pass Through Cases 19

Patient Assessment 19

Pharmaceutical Services 19,20

Physicians' Services 21,22

Provider Participation 22

Quality Control 22

Recipient Education 23

Refugee Services 23

Rehabilitation Services 23

Third Party Benefit Recovery 23

Training 23,24,25,26

Transportation Services 26

* * * * * * * * * * * * * * * * *

M/MMI and EPSDT Publications 27,28,29,30,31

ADMINISTRATION

Nevada Administrative Manual (EARL YAMASHITA (702) 885-4771) Procedures on responsibilities, objectives, relationships, organizational functions, administrative practices, and special staff functions for the administration of the welfare program in the State of Nevada.

Oklahoma Medical Units Procedure Manual (DR. BERTHA LEVY (405) 521-3801) Information and procedures governing the administration of the State's medical assistance program. Covers procedures for third party liability, hearing and claims processing procedures, utilization control and review, and methodology for determining the number of patient days payable under Medicaid.

ADULT CARE SERVICES

Massachusetts Adult Foster Care Program Manual (LISA A. COREY (617) 727-8014) Eligibility criteria, billing and claims processing instructions on the State's program for placement of adults in foster care homes.

Massachusetts Adult Day Health Manual (LISA A. COREY (617) 727-8014) Information and regulations on the State's medical assistance program adult day health services. Covers provider and recipient eligibility, program and staff requirements, discharge and referral, recordkeeping and reporting requirements, and payment for services.

Nevada Licensing Manual (EARL YAMASHITA (702) 885-4771) State standards and regulations, certification and recertification process, and the application process for licensing adult family care homes in Nevada.

Nevada Services Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on preplacement, placement and post-placement services for adults in non-medical community-based care.

AMBULANCE SERVICES

Michigan Ambulance Manual (LAURENCE DROST (517) 373-8168) Information regarding medical services coverage and limitations of ambulance services.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information, procedural instructions, and regulations on vendor payment plan for emergency ambulance services.

AMBULANCE SERVICES (continued)

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) State policies governing the operation of the Medicaid program as it applies to ambulance and ambulette services. Describes the amount, duration and scope of such services and sets forth the conditions under which the State of Ohio will pay for ambulance and ambulette services for eligible individuals.

APPLICATION PROCESSING

Kentucky Food Stamp Certification Handbook (ROY BUTLER (502) 564-3556) Procedures on the application process for food stamps. Includes the household concept, application filing, processing standards and office procedures, expedited services, interviewing and verification, and public assistance households.

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Information and regulations on application and reapplication requirements for assistance under the State's social services programs. Covers eligibility, time standards, denials and discontinuances.

Nevada Eligibility & Payment Manual (EARL YAMASHITA (702) 885-4771) Regulation on the application process for old age assistance payments under the State's social services program. Covers the initial request for aid and services, initial contacts, securing essential information, time limits on processing and disposition of application.

ASSESSMENT METHODS

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and instructions for the State's social services inventory system, an assessment tool that records the client's current social situation under the social services program.

AUDITS

Kentucky Food Stamp Certification Handbook (ROY BUTLER (502) 564-3556) Procedures on the accountability review by Federal and State audit agencies to evaluate the efficiency of the State's food stamp program.

Ohio Medicaid Handbook (STANLEY SELLS (614-2365) State regulations on audits to be conducted by the Bureau of Fiscal Review for services rendered by hospitals under the Medicaid program.

BUDGET

Nevada Eligibility and Payment Manual (EARL YAMASHITA (702) 885-4771) Regulations on the budget process and budgetary methods used under the old age assistance social services program.

CASE RECORDS

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Procedures on maintaining individual case records on Medicaid recipients in each local office.

CHILD HEALTH AND WELFARE SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on hearing aids provisions for eligible individuals under age 21, under the Medicaid program.

California AFDC Data of Social and Economic Characteristics of Families Receiving Aid During October 1976 (DENNIS BOYLE (916) 445-4458) Special topics covered are the primary language spoken, social services benefits, and household expense.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations on early and periodic screening, diagnosis and treatment services for categorically needy Medicaid eligible individuals under age 21.

Georgia Billing Procedures and Reimbursement Policies for EPSDT (MARY CHANCE (404) 894-4481) Information and regulations on early and periodic screening, diagnosis and treatment program responsibilities, enrollment procedures, reimbursement policy, claims processing, and appeal procedures under the State's medical assistance program.

Massachusetts Project Good Health Manual (LISA A. COREY (617) 727-8014) Information and regulations governing the administration requirements for project good health (Massachusetts' EPSDT program) under the State's medical assistance program. Includes regulations establishing the duties and functions of contracted providers.

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) State regulations on aid to dependent children in foster care provided under the social services program. Also, information and regulations on protective services for children and adults, day care services, adoption services, and child behavior and development as it relates to learning disabilities, behavior and emotional problems.

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on Child Welfare Information System (CWIS) which gathers data on all children encompassed by child welfare services plus related or concerned persons, such as foster parents, natural parents, or adoptive parents. Also included are procedures on determining eligibility, parental support needs determination, and institutional care for children under the State's social services program.

Nevada Support Enforcement Manual (EARL YAMASHITA (702) 885-4771) State regulations and information on parent locator services and the child support enforcement program.

CHILD HEALTH AND WELFARE SERVICES (continued)

Nevada Eligibility and Payment Manual (EARL YAMASHITA (702) 885-4771) Regulations on child welfare eligibility under the State's social services program. Included are topics on child welfare programs, aid to dependent children, foster care and institutional placement, and handicapped children.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on early and periodic screening, diagnosis and treatment of eligible individuals under the State's Medicaid program.

North Carolina Medical Assistance Program Medicaid Manual (JACK McNAMARA (919) 733-2130) State procedures on early and periodic screening, diagnosis and treatment for categorically needy individuals eligible under the medical assistance program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) State policies on the amount, duration and scope of services provided under the early and periodic screening, diagnosis and treatment program for individuals under age 21, and the conditions under which the State will pay physicians, hospitals, and ambulatory health care centers for EPSDT services.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Regulations on early and periodic screening, diagnosis and treatment to categorically needy individuals under the State's medical services program.

Virginia Medical Assistance Program EPSDT Manual (DR. FREEMAN C. HAYS (804) 786-7933) Information and procedures on early and periodic screening, diagnosis and treatment for eligible individuals under the State's medical assistance program.

CLIENT INFORMATION SYSTEM (CIS)

Michigan Client Information System Manual (LAURENCE DROST (517) 373-8168) Procedures on the State's client information system, a computerized data base containing client information on public assistance/medical assistance cases.

CLINIC SERVICES

Michigan Family Planning Clinic Manual (LAURENCE DROST (517) 373-8168) Information and procedures on eligibility, coverage and limitations, and billing for family planning clinics under Michigan's social services program.

CLINIC SERVICES (continued)

Michigan Special Services Manual (LAURENCE DROST (517) 373-8168) Information and State Medicaid regulations on recipient eligibility, coverage and limitations, billing and inquiry for services provided by hearing and speech centers.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on speech therapy provided under the State's Medicaid program.

New Jersey Independent Clinic Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on independent clinic services: examinations and treatment, dental and vision care, mental health, podiatry, rehabilitation, and family planning.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration and scope of service reimbursable under the State's Medicaid program rendered by Ambulatory Health Centers (free standing clinics), and conditions under which the State will pay for covered services.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Regulations and information on rural health clinic services covered by the medical assistance program, the persons eligible for these benefits, the provider participation requirements, and the process for submitting invoices for payment.

COMMUNITY HEALTH CENTERS

Massachusetts Medical Assistance Policy Manual (LISA A. COREY (617) 727-8014) Regulations covering recipient and provider eligibility for participation in the community health center program under the State's medical assistance program. Also covers the certification process, reimbursement procedures and fee schedule explanations.

COURT DECISIONS

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) The court decisions procedures section describe county welfare department responsibilities for implementation of court orders and contains the background of each lawsuit.

CROSSOVER CLAIMS

Florida Reference Manual for Medicare-Medicaid Crossover Claims (LAWRENCE KRAFT (904) 878-8621) An overview of the terminology and payment methodology associated with Medicare-Medicaid crossover claims system in Florida.

DENTAL SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on dental services for early and periodic screening, diagnosis and treatment of eligible individuals under Medicaid. Includes limitations, reimbursement, authorized services, dental clinics, and submission of claims.

Georgia Dental Services Manual (MARY CHANCE (404) 894-4481) State policies and procedures governing participation and eligibility for dental services under the medical assistance program. Covers EPSDT and adult emergency dental care programs, prior approval, scope of services and basis for reimbursement.

Massachusetts Dental Services Manual (LISA A. COREY (617) 727-8014) Administrative, billing and program regulations, provider and recipient eligibility, applicable fee schedules and general information on dental services provided to children and adults under the State's medical assistance program.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and regulations on dental care provided under the State's Medicaid program. Covers dental services, emergency and prosthetic services, early screening, and coverage and limitations.

New Jersey Dental Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on dental services provided under the State's health services program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration and scope of dental care services and conditions under which the State will pay for medical services rendered by dentists to eligible individuals under Medicaid.

Pennsylvania Medical Assistance Dental Services Manual (DAVID FEINBERG (717) 787-1170) Regulations on dental services covered, persons eligible for benefits, and the provider participation requirements under the medical assistance program.

Virginia Medical Assistance Program Dental Manual (DR. FREEMAN C. HAYS (804) 786-7933) Information and regulations on dental services, oral surgery, authorization and billing provided under the State's medical assistance program.

DISABILITY

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) State guidelines for disability interviews and Title XIX disability determinations.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on determinations of incapacity and disability under Medicaid.

ELDERLY ASSISTANCE

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) Information and procedures regarding the manner in which to consider senior citizens' rent assistance rebates received by medically needy beneficiaries under the State's Medi-Cal program.

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Regulations on pass through case requirements for individuals who lost eligibility for supplemental security income or State supplementation solely because of Retirement, Survivors, and Disability Insurance cost-of-living increases.

ELIGIBILITY

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) Regulations and procedures on determining motor vehicle valuation in eligibility determinations; property evaluation and level of income; recipient share of cost; and responsibility of relatives and unit determination for beneficiaries applying for health care services. Also included are procedures on maintenance needs -- the amount of income a person or family is allowed to retain for living expense under the public assistance program; and Medi-Cal eligibility for aliens.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations on determinations of need for Medicaid recipients include consideration of cash income, deduction for supplied items, and payment policies. Also included are procedures on the spenddown period in which a person can become eligible for medical assistance, and qualifications for eligibility, scope and nature of benefits.

Georgia Policies and Procedures Manuals (MARY CHANCE (404) 894-4481) State policies and procedures governing eligibility and participation for hospital, nursing home, EPSDT, home health and dental services under the medical assistance program.

Hawaii Medical Assistance Program Manual (R. W. MILLAR (808) 548-6584) State policies and procedures for determining eligibility requirements for medical assistance. Covers medical care identification cards, client's rights, complaints and fair hearings, hospital care, outpatient and emergency care, allied medical services, skilled nursing services, provider participation, and buy-in supplementary medical insurance.

Kentucky Manual of Operations (ROY BUTLER (502) 564-3556) Regulations on technical eligibility based on age, blindness or disability, and for families or children up to age 21 under the State's medical assistance program; and procedures on the duration and scope of medical services equally available to the categorically needy and medically needy. Also included are procedures on reinvestigation process for continuing eligibility of recipients under the State's medical assistance program.

ELIGIBILITY (continued)

Kentucky Food Stamp Certification Handbook (ROY BUTLER (502) 564-3556) Procedures and regulations on the State's Food Stamp program includes eligibility standards and determinations, application processing, certification and hearing procedures, accountability review, and forms, with instructions.

Michigan Medical Assistance Eligibility Manual (LAURENCE DROST (517) 373-8168) Regulations on medical assistance eligibility, including conditions and determination of eligibility, and coverage and limitations.

Michigan Special Services Manual (LAURENCE DROST (517) 373-8168) Information and State Medicaid regulations on recipient eligibility, coverage and limitations, and billing and inquiry for services provided by hearing aid dealers.

Nevada Eligibility and Payment Manual (EARL YAMASHITA (702) 885-4771) Regulations on eligibility and payment procedures, and on income not earned through salary, self-employment, or tips, for the State's Medicaid program. Also included are rules and regulations on State aid to the medically indigent eligible under the medical assistance program.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Regulations on eligibility, coverage, and limitations for the medically and categorically needy under the State's Medicaid program.

Pennsylvania Income Maintenance Standard Training Program Manual (WILLIAM CONDOR (717) 787-3239) Training for income maintenance workers who are responsible for the determination of eligibility for cash and medical assistance under the State's public assistance programs.

South Carolina Assistance Payment Program Manual (ROY LOYD (803) 758-3151) Regulations on eligibility and payment procedures for public assistance and aid to families with dependent children under the State's assistance payment program.

Texas Educational Director's Guide. Medicaid Eligibility Orientation (FRANK DAVID (512) 454-3781) This guide provides an orientation to Medicaid eligibility policies, procedures, and basic work skills for the new eligibility workers.

Wisconsin Medical Assistance Eligibility Handbook (MICHAEL PIERCE (608) 266-3664) This handbook gives step-by-step instructions in determining recipient eligibility for medical assistance in the State.

EMERGENCY ASSISTANCE

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) Information and procedures regarding the treatment of emergency fuel and utility payments made under the Special Energy Crisis Intervention Program on behalf of medically needy Medi-Cal applicants and beneficiaries.

EMERGENCY ASSISTANCE (continued)

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Procedures for emergency assistance for families with children.

Nevada Eligibility and Payment Manual (EARL YAMASHITA (702) 885-4771) This user's manual serves as a guide for welfare district office managers in processing individual and family grants under the Federal disaster assistance program.

EMPLOYMENT SERVICES

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on services which enable persons to secure and maintain employment.

South Carolina Assistance Payment Program Manual (ROY LOYD (803) 758-3151) Regulations on the State's work incentive program under the assistance payment program.

FAIR HEARINGS AND APPEALS

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) State regulations on recipients' rights to fair hearings and on assistance in filing.

Georgia Policies and Procedures Manual (MARY CHANCE (404) 894-4481) State policies and procedures covering the grounds for, and types of, adverse actions and the appeal process authorized under the State's medical assistance program.

Hawaii Medical Assistance Manual (R. W. MILLAR (808) 548-6584) Policies and procedures on clients' rights, complaints, fair hearings, and review of grievances under the medical assistance program.

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Procedures on the hearing process which a client requests because of any action or inaction that adversely affected their case under the State's medical assistance program.

Oklahoma Medical Units Procedure Manual (DR. BERTHA LEVY (405) 521-3801) Information and procedures governing the hearings process under the State's medical assistance program.

South Carolina Assistance Payment Program Manual (ROY LOYD (803) 758-3151) Regulations on recipients' fair hearings under the State's assistance payment program.

FAMILY SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) Information and regulations on family planning services under the State's Medicaid program. Includes abortions and sterilizations such as bilateral vasectomy, tubal litigation, laparoscopy, and hysterectomy.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations on family planning services, including abortion and sterilizations under the State's medical assistance program.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on family planning services under the State's medical assistance program. Includes counseling, treatment, supplies and devices, billing procedures and fee schedules. Also included are regulations on abortion, sterilization, and hysterectomy.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on services provided under the State's family planning program. Includes sterilization, therapeutic services, and payments.

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on family counseling services. Includes assessing client's needs, reuniting families, assisting parents in child rearing and care, interpersonal relationships, and coping with terminal illiness.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) Information and regulations on family planning services, sterilizations, and billing procedures.

FISCAL AGENT

California Medi-Cal Bulletin (JOHN LARREA (916) 322-7601) An information service of Medi-Cal intermediary operations, this covers such items as changes in procedures for provider billings.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and regulations on the State's fiscal agents. Covers such items as contractor duties, reimbursement for contractor services, and billing for medical care services.

FOOD STAMPS

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations on food stamp program certification. Includes client report of household changes, claim determination, reconsiderations, and forms processing.

FOOD STAMPS (continued)

Kentucky Food Stamp Certification Handbook (ROY BUTLER (502) 564-3556) Procedures and regulations on the State's food stamp certification program includes application processing, eligibility standards and determinations, certification and hearing procedures, accountability review, and forms, with instructions.

Nevada Food Stamp Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on the State's food stamp program. Includes the application process, nonfinancial eligibility criteria, resources, income, budgeting deductions, certification, lost benefits/fair hearings, claims, and coupon allotment.

FRAUD AND ABUSE

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) Procedures and regulations on overpayments, fraud, and improper utilization under the Medi-Cal programs.

California Medi-Cal Pharmacy Abuse Detection System: Cost and Time Estimate for Medi-Cal Drug Utilization Review Unit (JANET TONEY (916) 322-8444) Describes the detection system which identifies pharmacists who could be potentially abusing the pharmaceutical portion of the Medi-Cal program.

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Procedures on the elimination of erroneous payments -- administrative errors, errors due to misrepresentation, or fraud.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on prescribed drugs and medical equipment under the State's medical assistance program. The State also has a Medication Control Program which was established to prevent medical assistance recipients from obtaining excessive quantities of drugs through multiple visits to physicians and pharmacies ("shopping").

Michigan Medicaid Investigations (LAURENCE DROST (517) 373-8168) Gives an overview of Michigan's Medicaid investigation and recovery in cases of fraud.

North Carolina Methods and Procedures for the Control of Fraud (JOHN KIRSCH (919) 733-6681) Procedures and methods for the prevention, detection, and processing of fraud, overutilization and/or abuse, and quality of care cases (providers and recipients) under the State's medical assistance program.

South Carolina Assistance Payments Programs Manual (ROY LOYD (803) 758-3151) State regulations on eliminating fraud and abuse under the assistance payment program.

Texas Fraud Overissuance Recoupment Manual (FRANK DAVID (512) 454-3781) An orientation for social service workers; provides review of terms, policies, and procedures relating to fraud, recovery, and overissuance under the State's Assistance Programs.

HEALTH MAINTENANCE ORGANIZATIONS

California Prepaid Health Plan Letters (DENNISE WILSON (916) 322-3122) These letters are distributed to all prepaid health plans as the Department of Social Services develop policy information applicable to all such plans. They serve as a reference file on departmental policy and procedures.

Michigan Health Maintenance Organization Manual (LAURENCE DROST (517) 373-8168) Information and guidance for HMO or prepaid group practice health plans wishing to contract with the Michigan Department of Social Services for coverage of Title XIX recipients under their plan.

HEARING, SPEECH, AND VISION SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State policies and procedures for providing eye care and services under the Medicaid program.

Massachusetts Vision Care Manual (LISA A. COREY (617) 727-8014) Department of Public Welfare regulations governing participation of opticians and optometrists in the medical assistance program.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information and regulations on the State's provision for eyeglasses under Medicaid.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information on ophthalmology, optometry, optical and ocular services provided under the Medicaid program.

North Carolina Medical Assistance Program Medicaid Manual (JACK McNAMARA (919) 733-2130) Procedures on services provided by ophthalmologists and optometrists for examinations, prescribing corrective lenses, furnishing eyeglasses, and therapy.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration and scope of vision services and conditions under which the State will pay for services given by ophthalmologists and optometrists to eligible individuals under the Medicaid program.

HOME HEALTH SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) Regulations on home health care for home-bound persons eligible under the State's Medicaid program.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations on the extent and limitations of medical care and home health

HOME HEALTH SERVICES (continued)

care services under the State's Medicaid program.

Georgia Policies and Procedures for Home Health Services (MARY CHANCE (404) 894-4481) Policies and procedures governing provider participation and recipient eligibility for home health care services under the State's medical assistance program. Covers submission of claims, Medicare and third party coverage, grounds for adverse action and appeals.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on private duty nursing services provided in the home under the State's medical assistance program.

Massachusetts Home Health Agency Manual (LISA A. COREY (617) 727-8014) State regulations and information on conditions of participation and standards for home health agencies under the Medicare and Medicaid programs.

Michigan Home Health Agency Manual (LAURENCE DROST (517) 373-8168) Information and guidance for providers of home health services participating in Title XIX and Title V programs.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) State regulations and procedures on home health care provided to recipients of public assistance.

New Jersey Home Health Agency Manual (MARGARET KERCHNER (609) 292-4656) Information and procedural materials on home health care services provided under the State's Medicaid program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration and scope of home health agency services, and conditions under which the State will pay for the services rendered by home health agencies to eligible individuals under Medicaid.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Information and regulations on home health services covered by the State's medical assistance program, the persons eligible for these benefits, and the provider participation requirements.

Wisconsin Home Health and Personal Care Provider Handbook (MARIELLEN KUEHN (608) 266-5592) State regulations and conditions medical providers must meet in order to participate and be reimbursed for home health and personal care services under the medical assistance program.

HOMEMAKER SERVICES

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) State regulations on homemaker services such as assistance and instructions in nutrition, food purchasing and preparation, money management, housekeeping skills, and non-nursing personal care. Included are procedures on handling cases accepted for services, reduction and termination of services, payroll procedures, and standards of services.

HOSPITAL SERVICES

Alabama Medical Regulations (ED KIRSCH (205) 277-2710) Regulations on hospital coverage provided under the Medicaid program: certification, private rooms, new-born care, blood, sterilization, and services in out-of-State hospitals.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations on hospital services extended under the State's Medicaid program, covering outpatient/inpatient services, psychiatric care, and payment of hospital cost.

Georgia Policies and Procedures for Hospital Services (MARY CHANCE (404) 894-4481) Policies and procedures governing participation and eligibility for hospital services under the State's medical assistance program. Includes submission of claims, Medicare and third party coverage, grounds for adverse actions and appeals.

Hawaii Medical Assistance Program Manual (R. W. MILLAR (808) 548-6584) State policies and procedures determining eligibility for hospital care, outpatient care and emergency care under the medical assistance program.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on acute inpatient hospitalization under the State's medical care plan for medical assistance recipients.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information, procedural instructions, and regulations on outpatient and inpatient hospital participation agreements under Medicaid.

New Jersey Medical Assistance Program Manual (MARGARET KERCHNER (609) 292-4656) Information and regulations on coverage of hospital inpatient and outpatient services provided under the State's medical assistance program. Also, there is a section on hospital admission and billing procedures for inpatient hospital services.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) Procedures on hospital services under New Mexico's medical assistance program. Covers inpatient hospitalization, service limitations, and private rooms.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Gives a description of the amount, duration and scope of hospital services and sets forth conditions under which the State will pay for medical services rendered by hospitals to eligible individuals.

Oklahoma Hospital Manual (DR. BERTHA LEVY (405) 521-3801) Information and regulations on hospital services provided under the medical assistance program.

HOSPITAL SERVICES (continued)

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Information and regulations on inpatient hospital services covered by the medical assistance program, the persons eligible for the benefits, provider participation requirements, and the process for submitting invoices for payments.

Virginia Medical Assistance Program Hospital Manual (DR. FREEMAN C. HAYS (804) 786-7933) State regulations covering all aspects of hospital services provided under the medical assistance program.

IDENTIFICATION CARDS

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) State procedures on the issuance and usage of identification cards for Medi-Cal recipients.

Hawaii Medical Assistance Manual (R. W. MILLAR (808) 548-6584) Policies and procedures covering medical care identification cards for medical assistance eligibles.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Regulations on medical identification cards for eligible welfare recipients.

LABORATORY AND X-RAY SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on billing and payment for laboratory and x-ray services under the medical assistance program.

Massachusetts Independent Laboratory Manual (LISA A. COREY (617) 727-8014) Department of Public Welfare Regulations governing participation of independent laboratories in the medical assistance program.

Michigan Laboratory Manual (LAURENCE DROST (517) 373-8168) Information and guidance for providers of laboratory services participating in the Title XIX and/or Title V programs.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information, procedural instructions, and regulations on services provided by independent laboratories.

North Carolina Medical Assistance Program Medicaid Manual (JACK McNAMARA (919) 733-2130) State regulations on hospital inpatient/outpatient laboratory and x-ray services.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on clinical laboratory and x-ray services provided under the State Medicaid program.

LABORATORY AND X-RAY SERVICES (continued)

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) State regulations on outpatient laboratory services covered under the medical assistance program.

MEDICAID MANAGEMENT INFORMATION SYSTEM

Michigan Medicaid Manual (LAURENCE DROST (517) 373-8168) Gives an overview of the State's Medicaid Management Information system.

Utah Surveillance and Utilization Review Subsystem Manual (NEIL CHRISTENSEN (801) 533-5038) Describes the use of retrospective, exception report-based surveillance and utilization review (SUR) techniques. Emphasis is on making effective use of the reports generated by the SUR of the Medicaid Management Information System.

Utah Management and Administrative Reporting Subsystem (MARS) (NEIL CHRISTENSEN (801) 533-5038) Information on MARS of the Medicaid Management Information System which provides Title XIX program management with timely and meaningful information on key areas of Medicaid program activities.

Utah Long Term Care Payments System (NEIL CHRISTENSEN (801) 533-5038) Procedures on long term care surveillance and utilization review system, the conceptual design.

MEDICAL SUPPLIES AND EQUIPMENT

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations concerning the provision of medically necessary drugs and medical supplies to eligible recipients of benefits under the Medicaid program.

Massachusetts Medical Assistance Manual (LISA A. COREY (617) 727-8014) State regulations governing the manner and circumstances in which the medical assistance program will pay expenses incurred by a recipient for such durable medical equipment as cardiac pacemaker sensors.

Michigan Special Service Manual (LAURENCE DROST (517) 373-8168) Information on medical suppliers' coverage and limitations under the State's medical assistance program.

New Jersey Health Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on orthotic and prosthetic appliances provided under the State's medical services program.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) Regulations for suppliers of medical supplies participating in New Mexico's medical assistance program.

MEDICAL SUPPLIES AND EQUIPMENT (continued)

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration, and scope of medical supplier services, and conditions under which the State will pay for such services.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1178) State regulations on services covered by the medical assistance program relating to non-drug items such as medical supplies, appliances, medical equipment, prostheses, orthoses and eyeglasses, the persons eligible for the benefits of this program, the provider participation requirements, and the process for submitting invoices for payment.

MENTAL HEALTH SERVICES

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on mental health services provided under the State's medical assistance program. Includes services provided by psychologists and psychiatrists.

Massachusetts Medical Assistance Manual (LISA A. COREY (617) 727-8014) State medical assistance program information and regulations on community intermediate care facilities for the mentally retarded. Covers recipient eligibility and admission, provider requirements, medical and nonmedical leave of absence, personal needs allowance, and reimbursable services.

Michigan Special Service Manual (LAURENCE DROST (517) 373-8168) Information on the State's methadone maintenance treatment program.

New Jersey Health Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on psychologists' services and billing procedures under the State's health services program.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) Procedures and requirements for psychiatrists and psychologists to participate in New Mexico's medical assistance program.

NURSING HOME SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on nursing facility certification; reimbursement; patient evaluation and admission, confinement of patient, patient records, rights, personal fund accounts; and administration of medication under the Medicaid program.

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) Procedures on processing supplemental security income/State supplemental payments for recipients entering and leaving long term care facilities.

NURSING HOME SERVICES (continued)

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations on the extent and limitations of medical care in nursing homes.

Georgia Policies and Procedures Manual (MARY CHANCE (404) 894-4481) State policies and procedures covering reimbursement principles and limitations for nursing home services provided under the medical assistance program.

Hawaii Medical Assistance Manual (R. W. MILLAR (808) 548-6584) Policies and procedures covering the scope and criteria for determining a patient's need for skilled nursing facility services under the State's medical assistance program. Also covers conditions of payment for intermediate care facility services and principles for reimbursement.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on long term care provided under the State medical assistance program. Includes institutional and alternate care and the level of care in long term care facilities.

Michigan Long Term Care Manual (LAURENCE DROST (517) 373-8168) Information and guidance for providers of long term care participating in the Title XIX and Title V programs.

Michigan Quality Assurance In LTC Facilities (LAURENCE DROST (517) 373-8168) Information on discharge planning, extended stay review, and examples of medical care evaluation studies which can be done in nursing homes.

Missouri Medical Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information, procedural instructions, and regulations on services to eligible individuals in skilled nursing and intermediate care facilities.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and regulations on skilled nursing facility services and intermediate care facility services. Includes facility procedures, payment, and level of care provided under the State's Medicaid program.

New Jersey Health Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on skilled nursing facility services and standards for intermediate care facilities under the State's health services program.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) Procedures on care in skilled nursing and intermediate care facilities under New Mexico's medical assistance program.

NURSING HOME SERVICES (continued)

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Regulations on coverage and limitations of services in long term care facilities. Includes a statement of reimbursable cost, reporting instructions, and procedures on inpatient services under the Medicaid program.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Information and regulations on intermediate care facility and skilled nursing facility services covered under the State's medical assistance program.

Utah Long Term Care Payments System (NEIL CHRISTENSEN (801) 533-5038) Procedures on long term care surveillance and utilization review system, the conceptual design.

PASS THROUGH CASES

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) Regulations on pass through case requirements for individuals who lose eligibility for supplemental security income or State supplementation solely because of Retirement, Survivors, and Disability Insurance cost-of-living increases.

PATIENT ASSESSMENT

Oregon Manual for Independent Professional Review and Utilization Review in Intermediate Care Facilities for Mentally Retarded (CINDY FARBER (503) 378-2429) Prepared to explain Title XIX review procedures for ICFs/MR. This manual discusses the various components of the review process and data collected in the IPR process. Review form is included.

Washington Manual for Client Profile (GARLIEN ARE'VALO (804) 753-3486) Washington's Bureau of Nursing Home Affairs has prepared detailed instructions and forms for State nursing care consultants to use in carrying out utilization review activities in long term care. The review forms are computerized and detailed; instructions accompany to assure reliability in data collected by the nursing care consultants. Medical/ Independent Professional Review Team report form is also included.

PHARMACEUTICAL SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on participation requirements and covered drug reimbursement.

California Drug Utilization Review Manual (JANET TONEY (916) 322-8444) A comprehensive mechanism for drug utilization and expenditure control after drug services have been rendered.

PHARMACEUTICAL SERVICES (continued)

California Medi-Cal Pharmacy Abuse Detection System: Cost and Time Estimate for Medi-Cal Drug Utilization Review Unit (JANET TONEY (916) 322-8444) Describes the detection system which identifies pharmacists who could be potentially abusing the pharmaceutical portion of the Medi-Cal program.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations concerning the provisions of medically necessary drugs and medical supplies to eligible recipients of medical assistance.

Florida Billing Guidelines for Prescribe Drug Services (LAWRENCE KRAFT (904) 878-8621 This manual provides descriptive information on how to file Medicaid claims for prescribed drug services in Florida.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on prescribed drugs and medical equipment under the State's medical assistance program. The State also has a Medication Control Program which was established to prevent medical assistance recipients from obtaining excessive quantities of drugs through multiple visits to physicians and pharmacies ("shopping").

Michigan Pharmacy Manual (LAURENCE DROST (517) 373-8168) Information and regulation for providers of pharmaceutical services participating in the Title XIX and Title V programs.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Medicaid program information and regulations on prescribed drugs.

Nevada Medicaid Manual (EARL YAMASHITA (702) 885-4771) Information and regulations on prescribed drugs. Includes sections on pharmaceutical, maintenance drug cost, professional fees and payments.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration and scope of pharmaceutical services, and the conditions under which the State will pay for pharmaceutical services rendered to eligible individuals under Medicaid.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Information and regulations on pharmaceutical services covered by the medical assistance program, the persons eligible for benefits, provider participation requirements, and the process for submitting invoices for payment.

Virginia Medical Assistance Program Manual (DR. FREEMAN C. HAYS (804) 786-7933) Information and regulations on pharmacy services under the State's medical assistance program.

PHYSICIANS' SERVICES

Alabama Medical Regulations (ED KIRSCH (205) 277-2710 State regulations on physician reimbursement and covered services under the Medicaid program.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) Regulations on physician services under the Medicaid program. Includes physical examinations, early and periodic screening, diagnosis and treatment for individuals under age 21, and foot care services.

Georgia Policies and Procedures Manual (MARY CHANCE (404) 894-4481) State policies and procedures covering reimbursement principles and limitations for physicians' services.

Massachusetts Public Assistance Policy Manual (LISA A. COREY (617) 727-8014) Information and regulations on podiatry services provided under the State's medical care plan. Includes clinic, office, and hospital visits, appliances and shoes, laboratory and x-ray services, and fee schedule. Also provided are information and regulations on physicians' services and billing procedures.

Massachusetts Physician Manual (LISA A. COREY (617) 727-8014) State regulations and information on physician services and an extensive list of changes in fee schedules under the medical assistance program.

Michigan Practitioner Manual (LAURENCE DROST (517) 373-8168) Information and guidelines for physicians and other practitioners participating in the Title XIX and/or Title V programs.

Missouri Medicaid Provider Manual (WILLIAM MONTGOMERY (314) 751-2500) Information, regulations, and procedural instructions on physicians' services provided under Medicaid.

New Jersey Health Services Manual (MARGARET KERCHNER (609) 292-4656) Information and regulations on physicians, practitioners, psychologists, and podiatry services covered under the State's health services program.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) State procedures on physician services provided under the medical assistance program. Also included are procedures on psychiatrists and psychologists participation in New Mexico's medical assistance program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Policies on the amount, duration, and scope of physician and podiatry services, and conditions under which the State will pay for these services under the Medicaid program.

Oklahoma Physicians Manual (DR. BERTHA LEVY (405) 521-3801) Information and regulations on physicians' services under the State's medical services program.

PHYSICIANS' SERVICES (continued)

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) State regulations on podiatric and physician services covered by the medical assistance program, eligible persons, provider participation, and the process for submitting invoices for payment.

Virginia Medical Assistance Program Physicians Manual (DR. FREEMAN C. HAYS (804) 786-7933) Regulations on physicians' services provided under the medical assistance program.

PROVIDER PARTICIPATION

Wisconsin Home Health and Personal Care Provider Handbook (MARIELLEN KUEHN (608) 266-5592) State regulations and conditions medical providers must meet in order to participate and be reimbursed for home health and personal care services rendered under the medical assistance program.

QUALITY CONTROL

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on third party payments under the Medicaid program.

Arkansas Complete Income Maintenance Worker (NANCY ALEXANDER (501) 371-2078) An orientation training package to prepare new caseworkers in the prevention of AFDC errors.

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) State procedures on Medi-Cal eligibility quality control.

Michigan Medicaid Manual (LAURENCE DROST (517) 373-8168) An overview of third party liability payments and recovery under the State's medical assistance program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Information and procedures on third party liability for covered services provided under the State's Medicaid program.

South Carolina Assistance Payment Program Manual (ROY LOYD (803) 758-3151) Information and regulations on quality control of the State's public assistance program. Covers quality control review, types of errors, and analysis of quality control findings.

RECIPIENT EDUCATION

Kentucky Manual of Operations (ROY BUTLER (502) 564-3556) Provides information on Federal benefits and services, such as supplemental security income to beneficiaries.

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Social service program information and procedures aimed at reducing and/or preventing dependency by enabling dependent families and adults to deal constructively with their economic, health, and social needs. Such areas as education, training, and socialization are covered.

REFUGEE SERVICES

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations on the Indochinese refugee assistance program.

New Mexico Medical Assistance Program Manual (JIM REED (505) 827-5551) State regulations covering medical assistance eligibility and services for Indochinese refugees.

REHABILITATION SERVICES

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on the State's rehabilitation services under the social services program.

THIRD PARTY BENEFIT RECOVERY

Alabama Medicaid Regulations (ED KIRSCH (202) 277-2710) State regulations on third party payments under the Medicaid program.

Georgia Policies and Procedures Manual (MARY CHANCE (404) 894-4481) State policies and procedures on Medicare and third party coverage for dental, home health, hospital, and nursing home services under the medical assistance program.

Michigan Medicaid Manual (LAURENCE DROST (517) 373-8168) An overview of third party liability payments and recovery under the State's medical assistance program.

Ohio Medicaid Handbook (STANLEY SELLS (614) 466-2365) Information and procedures on third party liability for covered services provided under the State's Medicaid program.

TRAINING

Alabama Training Program Material (ED KIRSCH (205) 277-2710) A developmental and exploratory study of effects and effectiveness of employee training by State and local welfare agencies.

TRAINING (continued)

Arkansas Complete Income Maintenance Worker (NANCY ALEXANDER (505) 371-2078) An orientation training package to prepare new caseworkers in the prevention of AFDC errors. Also included are training materials on interviewing techniques for income maintenance caseworkers.

California Medi-Cal Eligibility Manual (DORIS SODERBERG (916) 445-1797) The Child Health and Disability Prevention (CHDP) Training Module is a referral tool for Medi-Cal eligibility staff in encouraging persons to take advantage of the CHDP program. CHDP is responsible for providing Federally mandated early and periodic screening, diagnosis and treatment (EPSDT) services to Medi-Cal beneficiaries under age 21.

California Veterans Benefit Verification and Referral System Training Module -- AFDC (DENNIS BOYLE (916) 445-4458) Procedures for determining eligibility for veterans benefits for individuals applying for or receiving AFDC.

California UI/DI Benefit Verification Training Manual (DENNIS BOYLE (916) 445-4458) This manual describes the Unemployment Insurance Benefit/Disability Insurance Benefit verification systems, and gives information on how and when to use each system. Copies of required forms for each system are also included, with instructions for completion.

Delaware Training Manual (RUTH FISHER (302) 421-6771) Training materials to assist supervisors to improve skills in managing units of assistance payments staff members who have widely differing educational backgrounds, work experiences, and job assignments.

Florida Public Assistance Supervisors Training Handbook (MARGARET QUIMBY (904) 487-2380) A resource for assistance payments and food stamp supervisors to utilize as a tool for inservice training.

Georgia Fiscal Year 1979 Training Plan (JOYCE SAYE (404) 894-4493) State training plan includes structure of staff development and training, scheduling and reporting, standards and evaluation, and goals and objectives for the Division of Family and Child Services.

Illinois AFDC Caseworker II Training Packet (FRED WISE (217) 782-9444) An AFDC training packet for new caseworkers that gives an overview of Illinois Social Service Department, redetermination of eligibility, and caseload management.

Indiana Training Materials on Communication (DIANE BARRON (317) 232-4741) Information on letter writing, telephone communication, public relations, and interviewing techniques for new caseworkers.

Kansas Medical/Public Assistance Training Kit (ROBIN SMITH (913) 296-3374) This kit on foster care for children provides information on the foster care program, aid to dependent children in foster care, eligibility requirements, and how determinations are made. Also included are training materials on the role of the income maintenance worker in public/medical assistance programs.

TRAINING (continued)

Kentucky Training Manual (KATHRYN BRASHEARS (502) 564-7050) Training materials for the income maintenance workers in the area of AFDC, public assistance/ food stamp cases, and medical assistance.

Louisiana Handbook on the Eligibility Interview (ALBERT HARRISON (504) 342-4112) Provides a summary of techniques and approaches that assistance supervisors may utilize in helping assistance payment workers in the area of eligibility interviewing. It covers such areas as attitudes of the interviewer and interviewee, art and skill of communication, art of asking questions, and approaches to interviewing difficult clients.

Mississippi Supervisory Guide to Training Eligibility Workers (FRANCES GANDY (601) 981-7080 Ext. 6557) A day-by-day suggested activities both for the supervisor and the new eligibility worker under the State Public Welfare program.

New York Income Maintenance/Medical Assistance Training Manual (CHESTER R. OLSZEWSKI (518) 474-9648) Training information for workers and supervisors who work in the income maintenance and medical assistance programs. It also contains a supplement for trainers on enhancing interviewing skills of medical assistance workers.

Oklahoma Supervisor's Guide for Orientation of Medical Assistance Payment Workers (STACY HALL (405) 271-4500) An orientation guide for supervisors to use in teaching new income maintenance workers the policies and procedures of the assistance payment program, and the job requirements of the assistance payment workers.

Oregon Training Material on Working With The Hostile Client (G. W. McNEELY (503) 378-5707) An information training package for public welfare supervisors and staff on how to handle the hostile client.

Pennsylvania Income Maintenance Standard Training Program Manual (WILLIAM CONDOR (717) 787-3239) Training for income maintenance workers who are responsible for cash assistance under the State's public assistance programs.

Texas Educational Director's Guide Telephone Interviewing (FRANK DAVID (512) 454-3781) A guide used in training social service workers in telephone interviewing techniques and procedures.

Texas Educational Director's Guide. Medicaid Eligibility Orientation (FRANK DAVID (512) 454-3781) This guide provides an orientation to Medicaid eligibility policy, procedures, and basic worker skills for the new eligibility workers.

Texas Fraud Overissuance Recoupment Manual (FRANK DAVID (512) 454-3781) An orientation for social service workers; provides review of terms, policies, and procedures relating to fraud, recovery, and overissuance under the States' assistance programs.

TRAINING (continued)

Wisconsin Medical Assistance Eligibility Handbook (MICHAEL PIERCE (608) 266-3664) Handbook gives step-by-step instructions in determining recipient eligibility for medical assistance under the State's medical assistance program.

Wisconsin Interactive Teaching System (SUSAN SEIDENSTRICKERS (608) 266-9388) This teaching system is a training program to teach income maintenance workers the States' policies governing the AFDC programs.

TRANSPORTATION SERVICES

Alabama Medicaid Regulations (ED KIRSCH (205) 277-2710) State regulations on transportation services for eligible recipients to and from sources of medical care.

Colorado Public Assistance Program Manual (BOB HUSSON (303) 839-2511) State regulations on transportation to enable eligible recipients to reach a source of medical care.

Georgia Billing Procedures & Reimbursement Policies for Non-Emergency Transportation (MARY CHANCE (404) 894-4481) State regulations on non-emergency transportation program enrollment, participation and reimbursement policy, claims processing, types of adverse action and grounds for appeals under the medical assistance program.

Kentucky Manual of Operation (ROY BUTLER (502) 564-3556) State regulations on locally authorized medical transportation for the medically needy under the medical assistance program.

Massachusetts Medical Assistance Transportation Manual (LISA A. COREY (617) 727-8014) Information and regulations governing eligibility and coverage for transportation services for recipients to and from providers of medical services under the State's medical assistance program.

Nevada Service Manual (EARL YAMASHITA (702) 885-4771) Information and procedures on transportation services which enable eligible persons to be transported to needed services and/or activities such as medical treatment, employment, or training.

New Jersey Health Services Manual (MARGARET KERCHNER (609) 292-4656) Information and procedures on the use of transportation in order for the covered person to obtain medical or remedial care.

Pennsylvania Medical Assistance Manual (DAVID FEINBERG (717) 787-1170) Information and regulations on transportation benefits covered by the medical assistance program, persons eligible for transportation benefits, provider participation requirements, and the process for submitting invoices for payment.

M/MMI AND EPSDT PUBLICATIONS - These publications are available through the Medicaid/Medicare Management Institute's Clearinghouse.

Medicaid: 1973-1979 A Selected Annotated Bibliography

A bibliography of literature related to Medicaid operations and management from 1973 to 1979. The bibliography is divided into twelve sections: Early and Periodic Screening, Diagnosis, and Treatment; Eligibility; Quality Assurance and Control; Health Plans; Long Term Care; Public Issues and Policies; Alternatives to Institutionalization; Medicaid Administration; Reimbursement and Cost Control; Fraud and Abuse; Provider Issues; and State Issues and Programs.

Third Party Liability Workshop Papers

Papers from two third party liability workshops held in 1979. These meetings allowed States to exchange information on third party benefit recovery, and to advise States on how to expand their third party liability systems. This report is a compilation of presentations made at one of the workshops. Includes summaries of North Carolina's and Minnesota's third party benefit recovery operations, Blue Cross/Blue Shield plans, the role of Health Insurance Association of America, Medicare/Medicaid "crossover claims", Civilian Health and Medical Program for the Uniformed Services, data collection and provider relations, quality control, third party liability budgeting and general systems design, provider relationship and education. Workshops were held in St. Louis, Missouri, May 22-24, 1979, and Richmond, Virginia, June 19-21, 1979.

Guide To Third Party Liability

This publication was developed by HCFA to assist State Medicaid agencies in the implementation and administration of their third party liability programs. It presents a brief overview of Federal requirements, third party unit organization, third party liability resources, systems of claims review and recovery, and the automated review and recovery aspect of a third party liability system.

Medicaid and the Health Care Provider -- A Partnership

State Medicaid agencies and health care providers discuss points of mutual interest in increasing the efficiency of the Medicaid program. The problems of rising costs, inappropriate care, fraud and abuse, and dissatisfaction are problems that can only be overcome through the development of an effective partnership. Conference held in Orlando, Florida, December 12-15, 1977.

Tenth Annual Conference of State Medicaid Directors

Annual conference of program managers to discuss effective approaches in administering their medical assistance programs. Conference is held to update program managers on pending legislation and Federal policies, and to assess their impact on the States. Conference held in New Orleans, Louisiana on March 6-9, 1978.

M/MMI AND EPSDT PUBLICATIONS (continued)

Eleventh Annual Conference of State Medicaid Directors
Annual conference of State Medicaid Directors covered a wide range of priority areas in Medicaid management, such as national health insurance, MMIS, EPSDT, fraud and abuse, cost containment, and Medicare/ Medicaid intergration. Conference held in San Diego, California, April 3-5, 1979.

State Medicaid Directors' Mid-Year Conference -- Managing Change
The theme of the conference was "managing change," and was designed to match management skills to human services programs. Short term crises, strategies for developing human resources, obtaining and keeping qualified staff and targeting limited resources were among the topics covered. Conference held in Atlanta, Georgia, December 1-2, 1978.

State Medicaid Directors' Mid-Year Conference
This mid-year conference, aimed at improving HCFA-State partnership, discussed recent and planned program developments, major Medicaid initiatives and problems at Federal and State levels, and review of new and pending legislation and policies impacting Title XIX State agencies. Leonard Schaeffer, former HCFA Administrator, discussed key Medicaid priorities, including child health strategies, long term care initiatives, and common Federal-State goals to promote the timely and cost effective delivery of quality health care services to the poor. Other discussions include the regulation development process, fiscal year 1980 regulations agenda priorities, and Medicaid quality control error rates and causes.

Tailoring Health Services to Individual Needs -- Conference for States
The purpose of this conference was to facilitate the exchange of ideas on designing a continuum of long term care services for the elderly and disabled. Conference held in Dallas, Texas, September 24-27, 1978.

Perspectives on Medicaid and Medicare Management
This series of publications serves as a vehicle for dissemination of various management ideas, techniques and research, practical solutions, and innovative approaches to managers of the Medicare and Medicaid programs.

Institutional Reimbursement Conference Report
This conference provided an opportunity for State Medicaid personnel to exchange ideas and information on areas relating to the design and implementation of prospective programs of hospital reimbursement. Alternative State approaches on strategy and design within the political and technical requirements for successful implementation were reviewed. Conference was held in Milwaukee, Wisconsin, July 18-20, 1977.

Avoiding Erroneous Payments in State Medicaid Programs
A series of reports discussing ways in which surveillance and utilization review subsystem data may be utilized to save Medicaid program dollars; error-prone profiling methods; approaches to increasing caseworker effectiveness in State Medicaid agencies; and third party liability development in State and local agencies.

M/MMI AND EPSDT PUBLICATIONS (continued)

Special Report: Some State and Federal Perspectives on Medicaid
This publication is a synopsis of the major presentations at four conferences and represents an effort by the National Conference of State Legislatures and the Medicaid/Medicare Management Institute to share with a wider audience the major concepts and ideas discussed. Some of the areas covered are Medicaid cost effectiveness; State experiences with Medicaid reform; State alternatives to institutional care; State approaches to regulating Medicaid expenditures; Medicaid and national health insurance; and the issues of Medicaid reimbursement.

A Guide to Adolescent Health Care: EPSDT
This guide provides a basis for setting standards of good practice in planning and delivering EPSDT services to adolescents. It covers the health service needs of adolescents, administrative considerations in EPSDT program for adolescents, health history and physical examination, screening procedures and referral for diagnosis and treatment, development review in terms of responsibility, achievement, interpersonal relationships and recreation, and such special hazards as abuse, neglect, delinquency, and sexual exploitation. 64 pp. HCFA-80-0100.

Nutritional Disorders of Children: Prevention, Screening, and Followup
This publication for providers of health care for children offers assistance in improving preventive efforts in nutrition. It focuses on prevention of major health problems which are nutrition-related such as obesity, atherosclerosis, dental caries, and anemia. 123 pp. HSA-78-5104.

A Guide to Dental Care: EPSDT - Medicaid
This guide provides assistance to administrators and providers of dental care under EPSDT in the development of programs rationale, diagnosis, screening, and prevention of dental disease. 86 pp. SRS-74-24515.

The Status of EPSDT
A description of the nature of EPSDT and the importance of the program. Discusses the reason for the program, early progress in implementation and implications. 6 pp. SRS-76-02052.

Developmental Review in the EPSDT Program
A synthesis of material supplied by various position papers, conference proceedings and helpful suggestions. Rather than the use of a single instrument, the report recommends that each review must include multiple assessment procedures tied to the age of the child and the dimensions to be assessed. 49 pp. HCFA-77-24537

EPSDT in Action: Positive Program Practices - Program Administration and Management - South Carolina
A first attempt to provide technical assistance to States in an effort to publicize positive program practices wherever they are found. This issue provides the overall program administration and management operations for South Carolina. 7 pp. SRS-76-24518

M/MMI AND EPSDT PUBLICATIONS (continued)

EPSDT Needs Physicians and Dentists
An effort to briefly explain the program and its merits and thereby enhance provider participation. 6 p. SRS-76-24104.

EPSDT: Overview 20 pp. HCFA-77-24524
EPSDT: History 20 pp. HCFA-77-24525
EPSDT: Organization 15 pp. HCFA-77-24526
EPSDT: Clients 11 pp. HCFA-77-24527
EPSDT: Child Health 71 pp. HCFA-77-24528
EPSDT: Service Tasks 57 pp. HCFA-77-24529
Orientation to EPSDT: Trainer Instructions
Training Guide A 142 pp. HCFA-78-24530
Problem Solving in EPSDT: Trainee Workbook
Training Guide B 25 pp. HCFA-77-24533
Orientation to EPSDT: Trainee Workbook
Training Guide A 22 pp. HCFA-77-24531
Problem Solving in EPSDT: Trainer Instructions
Training Guide B 84 pp. HCFA-78-24532

The above listings are components of a package designated as EPSDT training materials. They represent a collaborative effort of the University of Michigan's School of Public Health and School of Social Work. The information is especially geared to paraprofessionals and allied health personnel.

A Guide to Administration, Diagnosis and Treatment: EPSDT
A report designed to be of help to those initiating and managing the complexities of an effective EPSDT program. 76 pp. HCFA-77-24534

A Guide to Screening: EPSDT - Medicaid
A manual written to help public officials, physicians, nurses and others to plan and carry out an effective EPSDT program. It focuses on screening activities and their relationships to the other components of the program. 205 pp. SRS-74-24516

Health Screening and Treatment for Children
A colorful, attractive pamphlet designed for the potential target population in an effort to briefly explain the merits of the EPSDT program. 6 pp. SRS-75-24921 (rev.)

EPSDT: The Possible Dream
An attempt to explain the magnitude of the EPSDT program and the scope of its activities which make it a major experience in the process of developing a national preventive and comprehensive health care system. 28 pp. HCFA-77-24973

Why EPSDT?
A pamphlet aimed at administrators and consumers. It briefly, but expertly, explains EPSDT's historical significance, Congressional mandate and implications for the program. 4 pp. SRS-77-02049

M/MMI AND EPSDT PUBLICATIONS (continued)

Medicaid: EPSDT for Individiuals Under 21: Guidelines
This material provides guidelines on the regulation pertaining to the requirement for early health care for young Medicaid recipients. 23 pp. SRS-72-24321

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